

**Carlos Hernandez**  
Mayor

**Luis Gonzalez**  
Council President

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Council Vice-President



Council Members

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**Isis Garcia-Martinez**  
**Paul B. Hernandez**  
**Lourdes Lozano**

# City of Hialeah

February 2017

The City of Hialeah is accepting **RESUMES** for the position of:

## **ASSISTANT TO THE DIRECTOR - ADM (PUBLIC WORKS)**

CLOSING DATE	SALARY	JOB TYPE
Open until filled	\$1,039 - \$2,420 Bi-Weekly	Full-time

### **EXAMPLES OF DUTIES**

- Performs difficult confidential administrative work involving the use of independent judgment and personal initiative;
- Understands the organization and operation of the assigned department, other City departments and outside agencies as necessary to assume assigned responsibilities; Interprets and applies departmental rules and policies;
- Prioritizes work;
- Analyzes situations accurately and adopts an effective course of action;
- Meets deadlines;
- Responds to requests and inquiries from the general public;
- Works independently in the absence of supervision;
- Communicates clearly and concisely, both orally and in writing;
- Establishes and maintains effective working relationships.
- Typical tasks may include, but are not limited to the following:
  - Provides responsible, complex and confidential administrative support;
  - Data processes and proofreads a wide variety of complex and confidential reports, letters and memoranda;
  - Independently prepares correspondence;
  - Types from rough draft or verbal instructions;
  - Composes correspondence not requiring the attention of the Department/Division Head;
  - Interacts with City officials, representatives from businesses and community organizations, the public and all levels or personnel;
  - Maintains calendar of activities, meetings and various events for the Department/Division Head;
  - Arranges meetings and makes appointments;
  - Assists with task prioritization; follows up on assigned projects to meet deadlines;
  - Provides staff support;
  - Maintains a wide variety of records, files, and logs related to departmental operations and activities;
  - Maintains confidential and personnel files;
  - Conducts periodic retention and purging of files in compliance with applicable guidelines;

- Prepares reports, correspondence, and memoranda, many of which are highly confidential and sensitive in nature utilizing word processing software;
- May assign, evaluate, and monitor the work of office support staff;
- Participates in special projects as assigned;
- Performs other related duties as required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Must have a working knowledge of the principles and practices of public or business administration;
- Planning, programming, and budgeting;
- Must have the ability to identify, define, and analyze problems or issues, and make sound and effective policy and procedural recommendations as to the solution(s).
- Must be able to effectively express ideas orally and in writing, to the public and City Staff and have the ability to follow oral and written instructions.
- Must be a self-motivated employee and have the ability to motivate other employees.
- Ability to use tact and courtesy in dealing with department heads, other employees, and the public is required.
- Ability to assign and instruct individuals engaged in the work of the department.
- Establish and maintain cooperative and effective working relationships with other employees and department heads.
- Maintain attention to detail and produce accurate work while coordinating several concurrent assignments.

#### **REQUIREMENTS**

Must have:

- A minimum of two years of college from an accredited school/institution, with course work in Public or Business Administration or a related field; **OR**
- Five years of experience in an administrative support capacity, preferably as an assistant for an executive in a governmental agency.
- Thorough knowledge of modern office equipment, practices and procedures.
- Ability to communicate effectively, both orally and in writing, to the public and City staff.

#### **ADDITIONAL INFORMATION:**

##### **PHYSICAL DEMANDS:**

- Must have ability to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, stand, hear, hands to finger dexterity, handle, feel or operate objects, read and write English;
- Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines;
- Work is performed indoors within a quiet to moderately noisy environment;
- Must be able to lift, carry and or push articles weighing up to 20 lbs.

*If you meet the minimum requirements and want to be considered for the position, please email your resume and supporting documentation to:*

**[HRRESUMES@HIALEAHFL.GOV](mailto:HRRESUMES@HIALEAHFL.GOV)**